



# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Tuesday 3<sup>rd</sup> May 2022 at 6pm via Zoom

**Foundation Governors (7):** Norbert Fernandes (Chair), Moira Mester, Sarah Cafferty, Donella Arnett, Richard Wilson  
**Headteacher:** Katie Linnane  
**Staff Governor:** Lisa Clifford  
**Parent Governors:** Mike Thorpe, Nadia Perkins  
**LA Governor:** Vacancy  
**In attendance:** Rebecca Harvey (Clerk to GB)

### (Challenge / Actions)

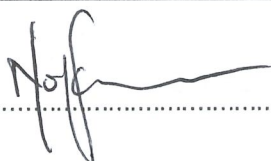
		Action
1.	<b>Welcome</b> <ul style="list-style-type: none"><li>Fr Norbert welcomed everyone to the meeting.</li><li>The meeting was quorate.</li></ul>	
2.	<b>Opening Prayer</b> <ul style="list-style-type: none"><li>Fr Norbert opened the meeting with a prayer.</li></ul>	
3.	<b>Apologies</b> <ul style="list-style-type: none"><li>There were no apologies.</li></ul>	
4.	<b>Declaration of any conflicts of Interest for this meeting</b> <ul style="list-style-type: none"><li>There were none.</li></ul>	
5.	<b>To receive any items of Any Other Business</b> <ul style="list-style-type: none"><li>There were none.</li></ul>	
6.	<b>Agree minutes of last Full Governing Body 15<sup>th</sup> March 2022</b> <ul style="list-style-type: none"><li>The minutes were <b>AGREED</b>. To be signed on the Hub as a true record by the Chair.</li></ul> Matters Arising from the minutes: <ul style="list-style-type: none"><li>All actions completed.</li></ul>	
7.	<b>To receive notification of any safeguarding issues/concerns since the last meeting</b> <ul style="list-style-type: none"><li>Covered in Heads report.</li></ul>	
8.	<b>To consider the Headteacher's Report – previously circulated via the Hub</b> <ul style="list-style-type: none"><li>The Head went through the headlines of her report and asked governors for questions.</li></ul>	

Signed: 

Dated: 4.10.2022

	<ul style="list-style-type: none"> <li>• <b>Q – The pupil numbers in Y1 are very low numbers (19), is there any specific any reason for this? A – This class was in Reception when the Head joined. The school is working hard to increase numbers going forward.</b></li> <li>• Attendance is at 96% overall. The schools’ new AO (attendance officer) is very pleased with this outcome as many other schools are still struggling to increase their attendance.</li> <li>• Summative data has been presented to the curriculum committee and showed improvements in attainment and progress in all key areas; reading writing and maths.</li> <li>• SATs results will be presented to the curriculum committee at the end of July.</li> <li>• The school employs a speech and language specialist who is currently working with 17 pupils. This will continue into the next academic year. It is unusual to have so many new referrals altogether and therefore this takes time to assess and work through.</li> <li>• Staffing – no changes; the school is fully staffed.</li> <li>• The school is continuing to work on the Building the Kingdom programme with other participating Catholic schools. RE leaders from each school are planning a cross school Pentecost week.</li> <li>• Lots of training and development takes place at staff meetings.</li> <li>• The outdoor learning leader continues to work towards securing a Learning Outside the Classroom Quality Assurance Mark.</li> <li>• The school requested Wellbeing as its choice for a brokerage visit, which is carried out by HfL on behalf of HCC as the school has done a lot of work in this area. The aim is to work towards the Wellbeing Quality Mark next year.</li> <li>• The prayer garden is finished and benches have been delivered.</li> <li>• There is an offsite planning day on 15<sup>th</sup> June to which governors are invited between 10.30 – 11.30.</li> <li>• Behaviour for learning continues to be very strong, which was also noted by the HIP.</li> <li>• There has been 1 internal exclusion and 1.5 days external exclusion.</li> <li>• Safeguarding: there is 1 family on a CIN plan, one family under assessment with Children’s Services. Another family case has been closed. One family is working with a social worker on Family First assessment. Safeguarding continues to be a standing item at each staff and TA meeting.</li> <li>• Teachers are starting to build external experiences/visits for pupils once again.</li> <li>• A number of PP families attended holiday club over Easter.</li> <li>• <b>Q – Having 3 members of staff on attendance improvement plans seems high? A – There is only one teacher and two support staff out of a total of 30 staff. This has been about following school policy and being seen to be fair to all. Plans are working and staff are now coming off the plans.</b></li> <li>• <b>Q – The school is currently fully staffed, are you expecting any resignations at the end of May? A – There will be a maternity cover and one resignation from a teacher last week, which has already been advertised on Teach in Herts. The Head has spoken to all staff regarding their preferences for next year and none have any indication they would be resigning.</b></li> <li>• <b>Q – In terms of music provision, can children learn anything in addition to piano? A - The school is working with HCC regarding provision of peripatetic teachers to teach other musical instruments.</b></li> </ul>	
9.	<p><b>To receive the spring HIP visit report</b></p> <ul style="list-style-type: none"> <li>• The report was reviewed at curriculum committee, and the Chair was also present at the feedback session on the day of the visit.</li> <li>• In summary: the schools’ self-assessments were considered accurate, the HIP watched all teachers teach, and there was a deep dive into reading. Actions included a task to produce a reading skills progression document through the school.</li> <li>• The HIP was impressed with the working walls but suggested a reading strand is added in</li> </ul>	

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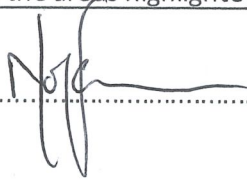


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	<p>addition to the writing strand.</p> <ul style="list-style-type: none"> <li>• Next visit is on 23<sup>rd</sup> June with a focus on disadvantaged pupils and pupil premium.</li> <li>• The Chair advised the HIP that governors were actively involved in the school and when he attends visits, he asks questions on governor's behalf.</li> <li>• <b>Q – How often are these visits? A – The school subscribes to the HIP service that includes 2.5 days of visits a year. The spring visit is a whole day and the school chose a reading deep dive to enable staff to become familiar with the deep dive process. Subject leaders will now be able to run their own deep dives. Visits usually link in with the SDP. HIP visits also include the Head's appraisal in the autumn term.</b></li> </ul>	
10.	<p><b>To consider and approve the schools' 2022-23 budget prior to submission at the end of May</b></p> <ul style="list-style-type: none"> <li>• The 3-year budget was scrutinised by the finance committee.</li> <li>• Thanks to Jackie for providing all documentation and for answering all questions either via email or in the committee meetings.</li> <li>• The finance committee recommended the budget to the FGB.</li> <li>• The 2022-23 budget was <b>APPROVED</b>.</li> </ul>	
11.	<p><b>To receive reports from Committee Chairs</b></p> <p><u>Curriculum Committee</u> - <i>The Chair of the advised that the following points were discussed:</i></p> <ul style="list-style-type: none"> <li>• The meeting discussed feedback from the HIP and Diocesan advisers, reviewed the SDP (although there was not much change since the last meeting, further changes will follow planning day in June).</li> <li>• Attendance is very good but the policy needs updating. A model policy from HfL will be reviewed.</li> <li>• Spring term data showed positive changes in attainment and progress and further data will be available at the end of term.</li> <li>• Governors will be present in school to observe when SATs papers are opened.</li> <li>• A comprehensive update on the National Tutoring programme was provided. The school has now completed maths and is now covering English.</li> <li>• Learning outside the classroom Quality Mark, Maths Mastery and Building the Kingdom were also discussed.</li> <li>• The final meeting of this academic year will be on 13<sup>th</sup> July.</li> <li>• <b>Q – When will the National tutoring money run out? A – It is believed to be the end of this academic year unless the government agree to continue. The tutor will be employed next year for the current Y5 as there are a number of PP pupils to improve their standards.</b></li> </ul> <p><u>Finance and Resources</u> - <i>The Chair outlined what was discussed at the meeting</i></p> <ul style="list-style-type: none"> <li>• As well as the budget for 2022-23, the meeting also discussed and finalised the budget for 2021-22. Thanks to all involved.</li> <li>• The school has a healthy budget, within benchmarking ranges, and is no longer in deficit since the current Head arrived.</li> <li>• The minutes detail all questions and answers about the budget.</li> <li>• The meeting also looked at letting out of school premises. There was a flood in April, which has incurred costs and on-going work. Some tree work is required.</li> <li>• <b>Q – What will do with the c/f money? A – The school has a robust system to spend on SDP and future projects. Some funding is ring-fenced such as any carry over from sports premium etc.</b></li> </ul> <p><u>Admissions committee</u></p> <ul style="list-style-type: none"> <li>• Admissions policy was delayed but has now been sent to County. Governors to be aware that the areas highlighted in yellow have been added according to the Diocese with</li> </ul>	

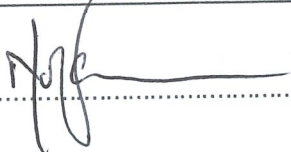
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	<p>green highlighted areas being removed.</p> <ul style="list-style-type: none"> <li>• <b>Q – Our Lady’s parish was discussed but this is not changing for 2023-24 but will be reviewed for 2024-25. The school needs to ensure parents understand admissions are rated according to where they live, not where they go to church. Q – Does this need to be communicated to parents? A - Some parents can apply to both schools but it is not an issue at present.</b></li> </ul>	
12.	<p><b>To receive Governor Link visits reports</b></p> <ul style="list-style-type: none"> <li>• No visits since last FGB meeting. The Clerk reminded all governors visits are a key element of the monitoring role of governors</li> </ul>	
13.	<p><b>Governor membership - currently 4 vacancies: 1 x LA, 2 x foundation</b></p> <ul style="list-style-type: none"> <li>• C/f</li> </ul>	
14.	<p><b>Governor training - consider this years In house course</b></p> <ul style="list-style-type: none"> <li>• No training has been carried out since the last FGB, however, a number of courses are booked: <ul style="list-style-type: none"> <li>○ Sarah Cafferty – Admissions and Admissions Code, Admissions Appeals, Health and Safety, Effective Use of Pupil Premium.</li> <li>○ Norbert Fernandes – Chairs Strategic Information Briefing.</li> </ul> </li> <li>• Fr Norbert agreed to take on the role of training link governor.</li> <li>• A list of all on-line training courses and HfL governor courses (which also details those courses which can be run as in-house) can be found in the training folder on the Hub.</li> </ul>	
15.	<p><b>To review spend of Sports premium - all funding must be spent by 31<sup>st</sup> July</b></p> <ul style="list-style-type: none"> <li>• A spreadsheet was displayed on screen. The Head advised she was aware the breakdown of spend needs to be on the school website by the end of the academic year.</li> <li>• The Current sport leader is on maternity leave, Lisa Clifford has taken on the lead responsibility for time being.</li> </ul>	
16.	<p><b>To review Pupil Premium spend</b></p> <ul style="list-style-type: none"> <li>• A document was shared on screen, detailing current and proposed spend.</li> <li>• The PP action plan is also on the Hub, which has been RAG rated.</li> <li>• The strategy will be reviewed at end of the year, as a 3 year plan is now required.</li> <li>• The Head noted it had been more challenging to review impact over the pandemic years, due to lack of data.</li> </ul>	
17.	<p><b>Policies - approve as per policy schedule</b></p> <ul style="list-style-type: none"> <li>• A statutory policy tracker is on the Hub but should also include all policies to understand when they need to be reviewed. However, statutory policies are up to date. <b>ACTION Head and Moira to look at the tracker and also consider how to spread them out over the course of the year.</b> Not all policies need full board ratification.</li> <li>• <b>Q – Do policies actually change much? A - Statutory policies are usually based on model polios from HfL or the Diocese, occasionally there are changes mid year due to law changes, i.e. changes to Child protection in January.</b></li> </ul>	KL/ MM
18.	<p><b>To consider Academisation</b></p> <ul style="list-style-type: none"> <li>• Governors were advised on areas that could change under academisation.</li> <li>• Appointing a Head teacher; decisions would need to be made on whether the role would be for a Head of school or substantive Head. It would be a positive that DOWAT would take the lead in appointing a new Head teacher, rather than governors.</li> <li>• <b>Q – Who would the head teacher be accountable to? A - Ultimately DOWAT. Head</b></li> </ul>	

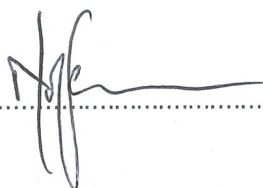
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	<p><i>teacher appraisals would also be managed by DOWAT.</i></p> <ul style="list-style-type: none"> <li>• <i>Q – What happens if there is an issue with a Head teacher, would DOWAT pick that up as well? A - In the first instance, governors would still be involved but they would also be fully supported by DOWAT. There would be changes in terms of top level accountability but the structure would provide more support for all.</i></li> <li>• There would be also changes in how the school is governed at the local level.</li> <li>• The Head said a positive would be how Head teachers would work together to use existing expertise and also other teaching levels i.e. subject leads and class teachers. The Head said she likes the way DOWAT schools are working together.</li> <li>• The next step is due diligence. DOWAT are not in a big rush to take on lots of schools at the same time, but the Head recommended governors make a decision by the end of the school year. The full process will likely take a year to put in place.</li> <li>• The Diocese is happy that the school is engaging with DOWAT. Governors now need to decide whether they want to continue with the process or agree to shelve it and not allocate any further discussion time.</li> <li>• <i>Q – With regard to the due diligence process, what red flags would constitute the school not wishing to continue? A - The Chair said, for him, it would be if there was a better alternative but believe there is no other option for the school; DOWAT is in geographically the right location and has also been in place for some time.</i></li> <li>• A school name and uniform change might be an example, as everyone would want the school to still be recognised as it is now. All governors need to have an idea of what would be their red flags. The Head said the Diocese was very keen for all schools to retain their individuality.</li> <li>• Governors voted and AGREED unanimously to move forward to the due diligence stage.</li> <li>• ACTION Next step will be for the Chair and Head to approach the DOWAT CEO and advise governors accordingly.</li> </ul>	NF/KL
19.	<p><b>To consider dates of FGB meetings 2022-23</b></p> <ul style="list-style-type: none"> <li>• Summer term events/dates: <ul style="list-style-type: none"> <li>○ Leavers events for this term to be advised by the Head.</li> <li>○ Offsite planning day on 15<sup>th</sup> June – governors invited between 10.30-11.30</li> </ul> </li> <li>• Dates for next academic year: <ul style="list-style-type: none"> <li>○ Governors half day in school including lunch – Friday 14<sup>th</sup> October -</li> <li>○ Tuesday 4<sup>th</sup> October F2F at the school.</li> <li>○ Tuesday 17<sup>th</sup> January - Zoom</li> <li>○ Tuesday 2<sup>nd</sup> May – Zoom</li> <li>○ Tuesday 27<sup>th</sup> June – F2F</li> </ul> </li> </ul>	
20.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> <li>• Governors thanked the Head for all her hard work over the year and asked her to also pass on their thanks to all staff.</li> <li>• Head also thanked governors for their support to the school.</li> <li>• The Chair thanked all governors for their hard work over the year.</li> </ul>	
The meeting closed at 7.35pm with the Lord's Prayer.		

Signed: 

Dated: 4.10.2022